	DUE ON OR BEFORE	FORM MO W-3 (REV. 11-99) MISSOURI DEPT. OF REVENUE TRANSMITTAL OF WAGE AND TAX STATEMENTS
MO TAX I.D. NUMBER	TAX YEAR	1. Total Missouri
FEIN		Income Tax Withheld \$
NAME		2. Number of Form W-2(s)/
STREET ADDRESS		1099-R(s) *
CITY, STATE, ZIP CODE		
I have direct control, supervision or resp perjury, I declare it is a true, accurate an	onsibility for filing this report. Under penalties d complete report.	of of
AUTHORIZED SIGNATURE	DATE	
MAIL REPORT TO: Missouri Departmi Missouri 65105-3330.	ent of Revenue, P.O. Box 3330, Jefferson C	DOR USE ONLY *

INSTRUCTIONS FOR COMPLETING FORM MO W-3 TRANSMITTAL OF WAGE AND TAX STATEMENTS

This transmittal is due on or before February 28 of the following year. Copies of all Form W-2(s) and 1099-R(s) (Copy 1), the magnetic tape, the cartridge or the diskette must accompany the Form MO W-3, Transmittal of Wage and Tax Statements. A list, preferably an adding machine tape or a computer printout, of the total amount of the income tax withheld as shown on all "Copy 1s" of Form W-2/1099-R must be included. (If you have 250 or more Form W-2(s), you must use magnetic media reporting. Specifications for magnetic media reporting are provided in the *Employer's Tax Guide*.)

Send Form W-2(s) and 1099-R(s), the magnetic tape, the cartridge or the diskette to the Missouri Department of Revenue in convenient size packages. Each package must be identified with the name and account number of the employer and the packages must be consecutively numbered.

Do not include the fourth quarter or 12th month return with the Form W-2(s) or 1099-R(s), the magnetic tape, the cartridge or the diskette. The last annual remittance must be sent separately with Form MO-941, Employer's Return of Income Taxes Withheld.

If you discover your employer withholding tax has been underreported when you complete Form MO W-3, Transmittal of Wage and Tax Statements, you must file the Form MO-941U, Employer's Withholding Tax Underpayment Amended Return that is in your coupon book. Send the Form MO-941U, with remittance, to the Missouri Department of Revenue, Post Office Box 999, Jefferson City, Missouri 65108-0999.

OR

If you discover your employer withholding tax has been overreported when you complete Form MO W-3, you must file the Form MO-941X, Employer's Withholding Tax Amended Return for Overpayments that is in your coupon book. Send the Form MO-941X, along with supporting documentation, such as a copy of your payroll ledger or Form W-2(s), to the Missouri Department of Revenue, Post Office Box 999, Jefferson City, Missouri 65108-0999. A refund or credit will be issued by the Director of Revenue for any excess remittance over the actual amount due for a period. You cannot take a credit for any overpayment until you have received an overpayment notice from the Director of Revenue.

MO 860-1895 (11-99)